

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **HOUSING AND NEIGHBORHOOD
SERVICES DIRECTOR**

DEPARTMENT: **HOUSING AND NEIGHBORHOOD SERVICES**

BASIC FUNCTION:

The Housing and Neighborhood Services Director plans, directs, coordinates and manages the activities of the Housing and Neighborhood Services Department which seeks to improve or enhance the quality of life and sense of community for those who live and/or work in Carlsbad by providing enhanced connections to City information and services and through focused neighborhood enhancement programs, preservation and code compliance services, community engagement and outreach services, and provision of affordable housing opportunities.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position reporting directly to the Assistant City Manager. This incumbent provides general strategic and administrative direction to the City divisions/programs that are assigned, which typically include Affordable Housing development and rental assistance, Community Development Block Grant (CDBG), HOME and other grant programs, Neighborhood/Community Engagement and Outreach, Volunteers, and Neighborhood Code Compliance Services.

KEY RESPONSIBILITIES:

Provide connections between city government and its residents through information sharing and outreach.

Augment, support and coordinate, where necessary, the activities of city departments/divisions involved in providing direct services to neighborhoods; act as liaison between the City and neighborhoods; facilitate presentations made to neighborhood associations and other public groups.

Develop and implement programs to enhance community connectivity among residents/businesses and other stakeholder groups and City government.

Assist neighborhood organizations and associations to enhance communication within and among neighbors and neighborhoods; and to access available resources to enhance/preserve neighborhoods.

Assist with neighborhood enhancement or improvement programs and service deliveries; coordinate interdepartmental teams to address specific neighborhood issues and concerns.

Facilitate partnerships between local government, schools, communities and businesses as a means for collectively addressing constituency needs.

Assist in creating a more inclusive community by serving as facilitator in supporting a more self-sufficient community; coordinate the implementation of community and neighborhood leadership training and development, including mediation, public engagement, and/or other appropriate training.

Prepare and implement plans to encourage redevelopment/revitalization neighborhood preservation, housing, and other neighborhood enhancement programs as appropriate; Oversee and facilitate neighborhood preservation and code compliance activities.

Implement Volunteer Programs, and encourage volunteerism throughout the community to expand resources and services.

Develop and implement Affordable Housing Programs and oversee expenditure of housing funds.

Supervise and direct administration of the federal Community Development Block Grant (CDBG), HOME, and other grant programs including the Tenant-based Rental Assistance and Community Activities Grant Programs; administer and monitor city contract for Hiring Center

Provide staff support to the Housing and Redevelopment Commission/City Council, the Housing Commission and other boards, committees and commission established to address housing and neighborhood service issues.

Manage, supervise, and coordinate the establishments of goals and objectives and the development and maintenance of policies and procedures necessary to administer the City's Housing and Neighborhood Services Department.

Ensure that Housing and Neighborhood Services programs support the City's mission, vision, goals, policies and procedures.

Monitor legislation relevant to programs offered by the Department and respond appropriately.

Direct the preparation and administration of the recommended departmental work program and annual budget.

Manage employees through other supervisors; set goals and objectives; select, train, and motivate staff; assess performance and make salary recommendations.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE, SKILLS AND ABILITIES:

Preparation and implementation of operating budget; cost estimating; economic analysis and grant funding.

Program management and strategic planning. Policy analysis, development and implementation.

Regulatory analysis and compliance support, future program planning, performance assessment and annual reporting.

Principles and practices of neighborhood and program planning to assist with problem-solving efforts. Civic project planning and land-use integration for neighborhood preservation and enhancement activities.

Work cooperatively with neighborhood leaders, city officials, media representatives and the general public; develop productive relationships for creating partnerships in problem-solving.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Business process and performance benchmarking. Staffing, workforce planning and organizational design.

Think in a strategic manner to develop alternative problem-solving and/or code compliance solutions when necessary. Resolving sensitive issues and employing effective mediation techniques.

Procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.

Principles and practices of municipal zoning and land use.

Neighborhood planning, public engagement and mediation training

Data analysis and quality assurance.

Financial procedures and regulations pertaining to real estate development and negotiations, loan management and property improvements.

EDUCATION AND EXPERIENCE

Bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in business administration, public administration, public policy or a field closely related to functional or specialized assignment.

Ten years of progressively responsible professional work experience in municipal government administration or in a closely related field. Experience at an administrative or management level required; minimum five years of supervisory experience.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED July 2010